

Valdosta State University Dewar College of Education's Suggested Minimum Performance Guidelines for Promotion / Tenure Consideration

Promotion from assistant professor to associate professor and associate professor to professor are traditional career milestones in the professional development of academicians. The completion of a minimum number of years at one's present rank (at present 4 years for assistant professor to associate professor and 5 years for associate professor to professor) is a pre-condition for promotion.

The purpose of this document is to provide faculty members with guidance regarding suggested minimum performance expectations to assist them in meeting requirements for tenure and promotion. *Meeting the minimum number of items suggested in each area does not guarantee that one will be promoted and / or tenured; each faculty member's entire dossier will be evaluated during the tenure/promotion review process.* Faculty members are reminded that according to the USG policy manual, excellence in teaching for all teaching faculty is emphasized. USG minimum requirements for promotion include the following:

1. Superior teaching
2. Outstanding professional service to the institution, and/or the community
3. Outstanding research, scholarship, creative activity or academic achievement
4. Professional growth and development

(<http://www.usg.edu/regents/policymanual/800.phtml>)

In order to support faculty in their professional activities (e.g., teaching and advising, scholarship/academic achievement, service, professional growth and development), VSU provides access to multiple resources. Resources exist to support faculty in research, grant activity, professional growth and development, and improvement in teaching and advising. Faculty members are encouraged to discuss with their department heads other available departmental, college, and/or university resources to support their activities in teaching and advising, scholarship / academic achievement, service, professional growth and development.

While VSU emphasizes the teaching and scholarship areas, promotion requires that the individual demonstrates activity in each of the four areas. **Note: Activities listed in one area cannot also be listed in other areas.**

Each faculty member's dossier must include the following minimum components, beyond years of service in rank, when requesting consideration for tenure and/or promotion:

¹ BOR Policy 8.3.6, describes how **Faculty Work in the Schools** is related to these areas. See <http://www.usg.edu/academics/handbook/section4/4.7.phtml>

Section I: Cover Page and Vita

1. Cover page – tenure and promotion application cover forms appropriate to each college or division
2. Vita

Section II- Evaluations of the Candidate by Review Committees and Administrators

1. Relevant sections of the unit and college or division tenure and promotion guidelines for the appropriate job action.
2. Annual Faculty Evaluations for each year under review.
3. Summarize accomplishment of annual goals and status of any recommended areas for improvement.

For a dossier accompanying an application for early promotion, or tenure, or simultaneous tenure and promotion, documents for all years the candidate has been at Valdosta State University should be included.

For a dossier accompanying an application for promotion to full professor, documents for all years since the last job action should be included.

4. Pre-Tenure Review Committee letter and unit head letter if applicable (for a dossier accompanying an application for tenure only).
5. Unit Tenure and/or Promotion review letter(s) (by both the T and P Committee and head if applicable to that unit)
6. College or division Tenure and/or Promotion review letter(s) (by both the T and P Committee and Dean or Director)

Section III: Teaching and Advising

This section of the dossier contains illustrative evidence of the quality and significance of the faculty member's teaching and student learning, supervision and mentoring. The following documentation in the area of teaching and advising must be provided for all candidates requesting any personnel action consideration (promotion from assistant professor to associate professor and associate professor to professor or tenure):

1. Teaching
 - A. List teaching load for the past four years and any reassigned time and purpose.

- B. Summaries of SOIs for at least the last 4 years. Within these summaries, candidate describes how he/she has used information provided by SOIs to improve teaching.
 - C. Evidence that course syllabi are in Dewar COE format.
 - D. Evidence of the use of course, program, and /or unit assessment data to inform teaching.
 - E. Additional evidence that demonstrates effective teaching (e.g., innovative teaching approaches, observation of classroom instruction, peer-review of online instruction, peer review of course artifacts, etc.).
2. Advising
- A. Summaries of student opinions of advising for at least the last 4 years. Within these summaries, candidate describes how he/she has used information provided by student opinions of advising to improve advising.
 - B. Documentation of participation in university or program orientation sessions.
 - C. Additional evidence that demonstrates effective advising.
3. Course/ Program development and revisions. - Describe contributions to course and curriculum development, new course development, course revisions, revisions to assessments, etc.
4. Innovative approaches to teaching
- A. Describe teaching innovation(s).
 - B. Explain how instructional innovations have positively impacted student learning/performance.
5. Impact on student achievement/performance - Describe how teaching has impacted student performance (e.g., student awards, presentations, promotions, publications, and products).
6. Other evidence of teaching/advising excellence

Section IV: Scholarship/Academic Achievement

This section contains evidence of the quality and significance of the faculty member's research and creative activity. The following documentation in the area of scholarship and academic achievement must be provided for all candidates requesting any personnel action

consideration (tenure or promotion from assistant professor to associate professor and associate professor to professor):

For tenure, the individual must show a pattern of consistent scholarship during the term of service at VSU. A minimum of five publications, three of which must be refereed, and completed, during the total time of service at VSU is expected for consideration for tenure.

For promotion from assistant professor to associate professor the individual must show a pattern of consistent scholarship in rank that reflects additional refereed publication activity since the last personnel action. A minimum of five publications at present rank, three of which must be refereed, and completed, during the time of service at VSU is expected for consideration for promotion from assistant professor to associate professor.

For promotion to professor the individual must show a pattern of consistent scholarship in rank that reflects additional refereed publication activity since the last personnel action. A minimum of eight publications at present rank, six of which must be refereed, and completed during the time of service at VSU is expected for consideration for promotion from associate professor to professor.

In the event that requests for tenure and promotion are submitted simultaneously, a single packet of documentation should be submitted.

1. Articles/Grants/Book Scholarship

- A. Refereed Publications (A chronological reference list of peer-reviewed articles beginning with the most recent.) include a copy of the publication(s).

Tenure:

Three refereed articles published in a refereed journal (paper or electronic) during the time of service at VSU with a pattern of consistent scholarship. An externally funded, peer reviewed grant may substitute for one of these articles, or as a conference presentation. A scholarly book/text authored by a faculty member that has been externally edited and reviewed may substitute for up to two of these articles. Please highlight the names of VSU students who are co-authors of publications, if applicable.

Assistant Professor to Associate Professor:

Three refereed articles published at present rank in a refereed journal (paper or electronic) during the time of service at VSU with a pattern of consistent scholarship in rank. An externally funded, peer reviewed grant may substitute for one of these articles, or as a conference presentation. A scholarly book/text authored by a faculty member that has been externally edited and reviewed may substitute for up to two of these articles. Please highlight the names of VSU students who are co-authors of publications if applicable.

Associate Professor to Professor:

Publish a minimum of six refereed publications at present rank (paper or electronic) during the time of service at VSU with a pattern of consistent scholarship in rank. An externally funded, peer reviewed grant may substitute for one of these articles, or as a conference presentation. A scholarly book/text authored by a faculty member that has been externally edited and reviewed may substitute for up to two of these articles. Please highlight the names of VSU students who are co-authors of publications if applicable.

B. Other Publications (A separate chronological reference list of other scholarly or juried creative accomplishments, beginning with the most recent)

Additional publications to meet the minimum performance guidelines mentioned earlier should be directed toward a professional audience and may be refereed or non-refereed.

A scholarly book may be considered as other publications; a chapter(s) in a book is “another scholarly activity.” Serving as Principal Investigator, Co-Principal Investigator, or Project Director/Coordinator of an externally funded grant that is not peer reviewed may count as either service (i.e., Other Scholarly Activity, 3 a), or as another publication if directly involved in writing the proposal. Typically, published abstracts of a paper are considered non-refereed publications (an abstract for a paper presented at a conference may be considered as either another non-refereed publication or as a presentation, but not as both). Published conference proceedings are considered non-refereed publications (a proceeding for a paper presented at a conference may be counted as either another non-refereed publication or as a presentation, but not as both).

Tenure:

Publish a minimum of two other articles that are directed to professional audiences. Please highlight the names of VSU students who are co-authors of publications if applicable.

Assistant Professor to Associate Professor:

Publish a minimum of two other articles that are directed to professional audiences. Please highlight the names of VSU students who are co-authors of publications if applicable.

Associate Professor to Professor:

Publish a minimum of two other publications that are directed to professional audiences. Please highlight the names of VSU students who are co-authors of publications if applicable.

2. Papers/workshops/symposia presented at a variety of professional (local, state, regional, national, or international) conferences.

Tenure:

Present at three professional conferences appropriate to one's field during the time of service at VSU (a peer reviewed external grant may substitute for a conference presentation).

Assistant Professor to Associate Professor:

Present at three professional conferences appropriate to one's field during the present rank (a peer reviewed external grant may substitute for a conference presentation).

Associate Professor to Professor:

Present at five professional conferences appropriate to one's field during the present rank (a peer reviewed external grant may substitute for a conference presentation).

3. Other scholarly activity:

The following listed activities may be used by candidates to enhance their candidacy, and all candidates are expected to have participated in one or more of these activities:

- A. Grants / Contracts: Serving as Principal Investigator, Co-Principal Investigator, or Project Director / Coordinator of a non-peer reviewed, externally funded project if directly involved in writing the proposal.
- B. Editorships, membership on editorial boards, manuscript reviews
- C. Product development such as instructional aids, videos, research instruments, or computer software that have resulted from research and creativity
- D. Materials and other evidence that may include public speeches, television presentations, participation in forums, and other activities involving scholarship
- E. Description of involvement in student publications/presentations (e.g., QEP), accreditation reports, or similar scholarly activities

Section V: Service

This section contains evidence of the quality and significance of the faculty member's service. The following documentation in the area of service must be provided for all candidates requesting any personnel action consideration (during present rank for promotion from assistant professor to associate professor and associate professor to professor or during time of service at VSU for tenure):

- 1. University/College/Department-An ongoing record of consistent service to the university, college, and/or department. List of service activities, starting with the most recent, specifying the dates of each activity, designating the type of activity and one's role in the service (e.g., positions held):

A. Committee Service

- i. Active participation on at least two university committees (e.g., Senate and Task Forces) – Identify role and duties on committee (e.g., member, chair, secretary).
- ii. Active participation on at least two Dewar College of Education committees. Identify role and duties on committee (e.g., member, chair, secretary).
- iii. Active participation on at least two departmental committees (e.g., search committees, etc.) Identify role and duties on committee (e.g., member, chair, secretary)

B. Describe service as program coordinator (if applicable).

C. Describe other service roles in the college or department (e.g. a special program chair, faculty advisor for student organizations, membership on capstone, thesis or dissertation committees).

2. Community -List of service activities, starting with the most recent, specifying the dates of each activity, designating the type of activity and one's role in the service (e.g., positions held):

Describe non-paid service based on professional expertise to public and private sectors including, but not limited to public schools, early intervention programs, medical settings, technical colleges and chamber of commerce (e.g., including, but not limited to advisory committees, staff development, in-service workshops, etc.)

3. Service to the Profession- List of service activities, starting with the most recent, specifying the dates of each activity, designating the type of activity and one's role in the service (e.g., positions held):

List service from among the following:

- A. Activities associated with professional organizations during the present rank (e.g., officer for a journal or professional organization, reviewer, editor, grant reader, organizing programs, committees, etc.)
- B. Book reviews, work at a conference (registration, etc.), manuscript reviews, etc.
- C. Accreditation activities
- D. Service to other universities (e.g., participation on thesis or dissertation committees, promotion / tenure external reviewer for other universities.

Section VI: Professional Growth and Development

The following documentation in the area of professional growth and development must be provided for all candidates requesting any personnel action consideration (promotion from assistant professor to associate professor and associate professor to professor or tenure):

1. Attendance at a minimum of two conferences/workshops
 - A. List at least two conferences/workshops attended.
 - B. Describe how attendance has contributed to growth as a professional.
 - C. Describe Continuing Education Units (CEUs) as a result, if appropriate.
2. Documentation of University/Dewar College of Education training programs (e.g., Wimba, etc.)
 - A. List the programs/workshops attended.
 - B. Describe how attendance has contributed to growth as a professional.
 - C. Describe CEUs as a result, if appropriate.
3. If applicable, additional degrees, coursework, certifications, licensure, etc. since last personnel action
4. Describe fee-based consulting and other service work; include documentation of university approval, if completed during the contract period.
5. Other documentation, as appropriate

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